

# **Request for Proposal**

## **Operation Columbus House, a Mental Health Residential Community Release Program**

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## **DEFINITIONS:**

The following words and terms, when used in this RFP, shall have the following meanings, unless the context clearly indicates otherwise.

**“A-304 inmate”** means an inmate that is ineligible, pursuant to Public Law 1993, Chapter 153, for unsupervised/unescorted activities outside of the facility except for employment, education or vocational programs, drug and alcohol treatment meetings, religious activities or community service. Inmates who have a current conviction for any of the following crimes are referred to as "A-304 inmates": murder, manslaughter, aggravated assault, kidnapping, sexual assault, robbery, or car jacking.

**"ACA"** means the American Correctional Association.

**“ACA Standards”** means the American Correctional Association's *Performance-Based Standards for Adult Community Residential Services* (most current edition/supplements).

**"Accountability staff"** means the Program Facility Director, Assistant Program Facility Director and Case Managers.

**“Bidder”** means a qualified, not-for-profit company that submits a proposal in response to the NJ Department of Corrections’ Request for Proposal.

**"Business day(s)"** means any single or consecutive days during which most businesses operate, Monday through Friday, excluding weekends and legal holidays.

**"Calendar day(s)"** means any single day or consecutive days, January 1 through December 31.

**"Casework"** means the function of the caseworker, social worker, or other professional in providing social services, such as counseling, to individuals in custody.

**"Central Communications Unit"** means the centralized communication center within the NJDOC that coordinates certain functions of the NJDOC on a 24 hour, seven day a week basis.

**"Central control room"** means a very secure, self-contained room designed to maintain the security of the facility. Policies governing the design, staffing, and accessibility of the central control room ensure that it cannot be commandeered by unauthorized persons.

**“Clinical record”** means all records in the facility that pertain to the inmates' care.

**“Commissioner”** means the Commissioner of the New Jersey Department of Corrections, unless otherwise specified, i.e. Commissioner of the New Jersey Department of Health.

**"Community resources"** means human services agencies, service clubs, citizen interest groups, self-help groups, and individual citizen volunteers that offer services, facilities, or other functions that can meet the needs of the facility or have the potential to assist inmates. These various resources, which may be public or private, national, or local, may assist with material and financial support, guidance, counseling, and supportive services.

**“Contraband”** means any item, article or material found in the possession of or under the control of an inmate, that is not authorized for retention or receipt; and/or any article that may be harmful or presents a threat to the security and orderly operation of a facility

**“Contract Compliance Monitor”** means a person or persons appointed and paid by the State who will be the official liaison between the State and the Contractor on matters pertaining to the operation and management of the facility

**"Counseling"** means planned use of interpersonal relationships to promote social adjustment. Counseling programs provide opportunities to express feelings verbally with the goal of resolving the individual's problems. At least three types of counseling may be provided: individual, a one-to-one relationship; small group counseling; and large group counseling.

**“Court Orders”** means any orders, judgements or opinions issued by a court of competent jurisdiction or any stipulations, agreements or plans entered into in connection with litigation that governs the operation, management or maintenance of the facility or relates to the care and custody of inmates of the facility, whether currently existing or as may be rendered in the future

**“CRAF”** means the NJDOC’s Central Reception and Assignment Facility in Trenton

**“Daily count/census”** means the number of inmates residing in the facility on any given day

**“DCA”** means the New Jersey Department of Community Affairs

**“Discharge plan”** means a written plan initiated at the time of the inmates admission, and added to during the course of the inmate's treatment, which addresses the needs of the inmate after discharge

**“DHSS”** means the New Jersey Department of Health and Senior Services

**"Education program"** means a program of formal academic education or a vocational training activity designed to improve employment capability

**"Emergency medical, dental or mental health care"** means an acute illness or unexpected health care need that cannot be deferred until the next scheduled sick call. Emergency care shall be provided to the inmate population by a medical director, physician, or other qualified/certified staff, local ambulance services, and/or outside hospital emergency rooms. This care shall be expedited by following specific written procedures for medical emergencies described in the ACA standards and NJDOC policies and procedures

**“Facility”** means a place, building (or part thereof), set of buildings, or area (whether or not enclosing a building or set of buildings) that is used for the lawful custody and/or treatment of inmates. It is owned and/or operated by a not-for-profit agency and includes the staff and services as well as the buildings and grounds.

**“Family”** means immediate (spouse, parent, stepparent, legal guardian, grandparent, child or sibling) kindred, legally authorized representative, executor, or an individual granted a power of attorney. The term may also be expanded to include those persons having a commitment and/or personal significance to the inmate, provided that the primary legal rights of the immediate next of kin, legally authorized representative, executor, or an individual granted a power of attorney, have been satisfied.

**“Halfway house”** means a work release residential community release facility in which treatment primarily is designed to assist inmates in adjusting to conventional patterns of living, engaging in occupational training, obtaining gainful employment and independent self-monitoring.

**“Inmate”** means any offender sentenced to the NJDOC who is deemed eligible to participate in a less restrictive, community-based facility (*per N.J.S.A. 30:1B-6 Powers and duties of Commissioner, paragraph m.*).

**“Medical Co-Payment”** means the fee paid by inmates for medical, dental, emergency and optometry services in accordance with N.J.A.C. 10A:16-1.5.

**“Medication”** means a substance so defined by the New Jersey State Board of Pharmacy rules, as set forth in N.J.A.C. 13:39.

**“Medication dispensing”** means a procedure for the proper selection, measuring and issuance of a medication to an inmate.

**“Multidisciplinary team”** means those persons, representing different professions, disciplines, and service areas, who ensure inmates receive treatment, rehabilitation, guidance and services through team-making decisions.

**“Needs assessment”** means an evaluation of the inmate's status in a series of problem areas: social, emotional, physical, mental, substance abuse and educational/vocational. The results are used to determine program and work assignments.

**“N.J.A.C.”** means the New Jersey Administrative Code.

**“NJDOC”** means the New Jersey Department of Corrections.

**“N.J.S.A.”** means the New Jersey Statutes Annotated.

**“Offender”** means any offender sentenced to the NJDOC who is deemed eligible to participate in a less restrictive, community-based facility (*per N.J.S.A. 30:1B-6 Powers and duties of commissioner, paragraph m.*).

**“OPRA”** means the Open Public Records Act at N.J.S.A. 17:1A-1 et seq. and N.J.A.C. 10A:22.

**“Parole Board”** means the New Jersey State Parole Board.

**“Per diem rate”** means the daily charge to the funding source for services rendered by the facility for inmates.



**"Pre-Bidders Conference"** means a structured and formal gathering for the State of New Jersey to respond to Bidders' questions, as well as to clarify the contents of the RFP.

**"Progress note"** means a written, signed, and dated notation by a member of the multidisciplinary team summarizing facts about care and the patient's response during a given period of time.

**"RCRP"** means a residential community release program.

**"Regional institution"** means the correctional facility designated to provide support services to a residential community program, such as, but not limited to, medical, security, administration, disciplinary returns and parole hearing scheduling.

**"Residential community release program"** (hereinafter referred to as RCRP) means the community assessment and treatment centers, work release, substance use disorder treatment, or mental health programs under contract with the New Jersey Department of Corrections.

**"Risk assessment"** means a process of estimating an individual's likelihood of continued involvement in criminal behavior based upon an objective evaluation of the individual's risk.

**"Self-administration"** means a procedure in which any medication is taken orally, injected, inserted, or topically or otherwise administered by an inmate to him/herself.

**"SID"** means the NJDOC Special Investigations Division.

**"Special needs inmate"** means an inmate whose mental and/or physical condition requires special handling and treatment by staff. Special needs inmates include, but are not limited to, drug or alcohol addicts or abusers, the emotionally disturbed, mentally retarded, suspected mentally ill, physically handicapped, chronically ill, and the disabled or infirm.

**"SPB"** means the New Jersey State Parole Board.

**"State"** means any State agency of New Jersey.

**"Substance use disorder"** means a maladaptive pattern of substance use manifested by recurrent and significant adverse consequences related to the repeated use of substances.

**"Supervision"** (direct) means supervision provided on the premises within view.

**"Treatment plan"** means a series of written statements that specify the particular course of therapy and the roles of medical and non-medical personnel in carrying it out. A treatment plan is individualized, based on assessment of the individual inmate's needs, and includes a statement of the short- and long-term goals and the methods by which the goals will be pursued. When clinically indicated, the treatment plan provides inmates with access to a range of supportive and rehabilitative services, for example, individual or group counseling and/or self-help groups that the appropriate staff/multidisciplinary team deems appropriate.

**“Volunteer”** means an individual who donates his or her time and effort to enhance the activities and programs of the agency. They are selected on the basis of their skills or personal qualities to provide services in recreation, counseling, education, religion, and so forth.

**"Work release"** means a formal arrangement sanctioned by law whereby an inmate is released into the community to maintain approved and regular employment.

## **Exhibits:**

- A.**     (1) N.J.A.C. 10A:17-2.15, 2.17, 2.19, & 2.20 Volunteers  
          (2) N.J.A.C. 10A:72-9.3, 9.4 Volunteers
- B.**     NJDOC Policy ADM.010.001 Standards of Professional Conduct
- C.**     N.J.A.C. 10A:20 Residential Community Release Programs
- D.**     (1) N.J.A.C. 10A:3-5.10 and 11, Testing for Prohibited Substances  
          (2) NJDOC Policy No. 3.510 Prohibited Substances Testing of Inmates  
          (3) Form 172-I Continuity of Evidence-Urine Specimen  
          (4) Form 172-II Continuity of Evidence – On-site Urine Specimen Testing
- E.**     NJDOC Standard 689 Institutional Services to Residential Community Release Programs
- F.**     N.J.A.C. 10A:16-1.5 Medical co-payment
- G.**     (1) N.J.A.C. 13:2-14 Employment by Licensees of a Person Failing to Qualify as a Licensee  
          (2) N.J.A.C. 13:2-15 Removal of Statutory Disqualification
- H.**     (1) NJDOC Policy PCS.001.001 Inmate Accountability in Residential Community Release Programs  
          (2) NJDOC Policy PCS.001.002 Use of Electronic Communication Devices  
          (3) N.J.A.C. 10A:4-3.1 Inmate Rights and Responsibilities  
          (4) N.J.A.C. 10A:4-4.1 Prohibited Acts  
          (5) NJDOC Policy PCS.004.001 Residential Community Release Programs and Mutual Agreement Programs (MAP): Consequences of Prohibited Substances Use  
          (6) Form 259 Disciplinary Report  
          (7) Form CA:44.2a Escape Report  
          (8) Form CA:44.2b Disciplinary/Administrative Discharge Summary
- I.**     (1) N.J.A.C. 10A:16-7 Critical Illness or Death of Inmates  
          (2) N.J.A.C. 10A:17-7 Inmate Marriage  
          (3) N.J.A.C. 10A:18-6 Visits  
          (4) N.J.A.C. 10A:18-7 Bedside, Private Viewing and Funeral Visits
- J.**     (1) N.J.A.C. 10A:18-2 Correspondence  
          (2) N.J.A.C. 10A:18-8 Telephone
- K.**     (1) NJDOC Standard 684 Furlough Program and NJDOC policy and procedure  
          (2) Commissioner's letter dated June 21, 2002
- L.**     (1) N.J.A.C. 10A:3-5.1-5.6 and 5.9-5.11 Search of Inmates and Facilities  
          (2) N.J.A.C. 10A:3-6 Contraband and Disposition of Contraband  
          (3) Form 171-1 Seizure of Contraband Report  
          (4) Form 171-II Inmate Receipt, Contraband Seizure  
          (5) Form 171-III Inmate Receipt, Contraband Seizure in Spanish

- M.** N.J.A.C. 10A:22 Records
- N.** N.J.A.C. 10A:1-10 Research
- O.** NJDOC Contractor Evaluation Report (Report Card)
- P.** NJDOC Contract Monitoring/Quality Assurance Methodology (Surveillance)